

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Library Assistant III	Job Family: 4
General Classification: Front-Line	Job Grade: 14

Definition: To assist professional staff in meeting Library patron informational needs for books, periodicals and audio visual materials, etc.; and to perform the most complex office support and clerical duties related to the functions and programs of the Library.

Distinguishing Characteristics: This is the advanced journey-level class in the Library Assistant series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including responsibility for a functional area of administration. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

Receives direction from professional or supervisory staff.

Exercises technical and functional supervision over paraprofessional and/or clerical staff.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Organize, coordinate and direct an assigned technical function within the Library such as acquisitions, Page Staff, media and periodicals.
2. Perform technical duties at both the circulation and reference desks; answer questions from the public and patrons.
3. Supervise, train and evaluate Library Pages.
4. Review transaction records and identify overdue materials; prepare overdue billing; receive and record payments; maintain appropriate records.
5. Receive and process new library books; inventory books and reconcile with packing slips; catalogue and otherwise prepare books for circulation.
6. Schedule, supervise and administer the operation of the Bookmobile; perform a full range of library duties in the field of the Bookmobile; and may drive the Bookmobile.

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7. Receive and process periodicals; order and return periodicals; maintain billings; and otherwise prepare periodicals for circulation.
8. Receive and process media materials; order materials; maintain billings; and otherwise prepare media for circulation.
9. Administer, coordinate and track all interlibrary loan requests.
10. Administer and input new materials into computer system; manage data base for library; assist in cataloging activities.
11. Assist patrons by performing reader's advisory services.
12. Compile and prepare a variety of administrative documents including the budget and acquisitions; monitor allocations and expenditures; verify and resolve errors and problems; prepare related documentation.
13. Assist in developing and implementing policies and procedures related to area of assignment.
14. Prepare activity reports and documentation; research and compile statistics and other background information.
15. Act as Desk Supervisor in circulation as needed.
16. Operate various library related office and audiovisual equipment.
17. Perform related duties as assigned.

Minimum Qualifications:

Knowledge of: Library policies and procedures; library classification and filing systems; computer application in a library environment; basic bookkeeping; library terminology and processing procedures.

Ability to: Coordinate and direct an area of assignment; reason through a problem and apply a sound solution; use a computer keyboard to access patron or bibliographic information in the library environment; lift heavy objects as necessary; communicate clearly and concisely, both orally and in writing; establish and maintain effective work relationships with those contacted in the course of work.

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Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Two years of experience performing duties similar to a Library Assistant II in the City of Mountain View. Equivalent to a bachelor's degree. Experience can be traded for education on a year-to-year equivalency basis.

Required Licenses or Certificates: May need to possess a valid California Class B driver's license as required by the position.

Established January 1994

Revised

CLASS SPECS

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